

How to Enter Initial Secondary Student Data in Infinite Campus

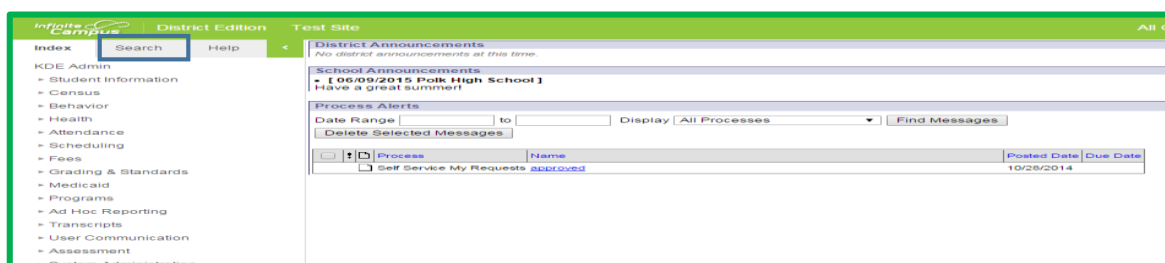
➤ Follow **steps 1-5** if

- a. You are entering a student into a **New** Career Pathway, or
- b. You are entering a student on the TEDS tab for the first time, or
- c. You are an ATC/CTC (because you will need to establish the student in IC at your site location)

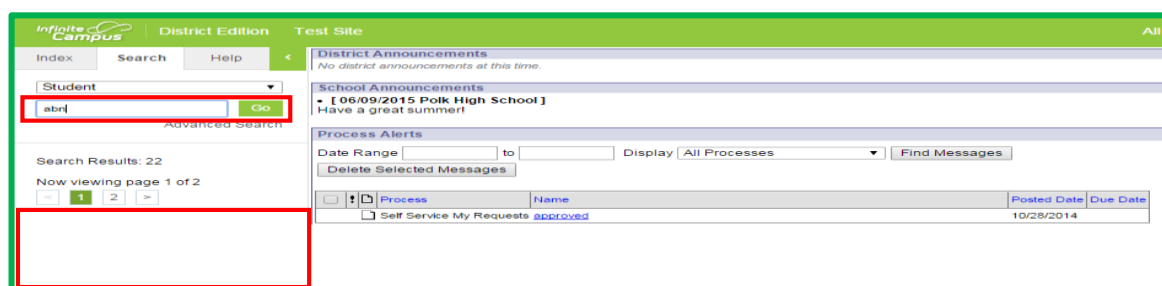
➤ **start at step 6** if

- a. You are entering information for a student that has been previously enrolled in the pathway on the TEDS tab,

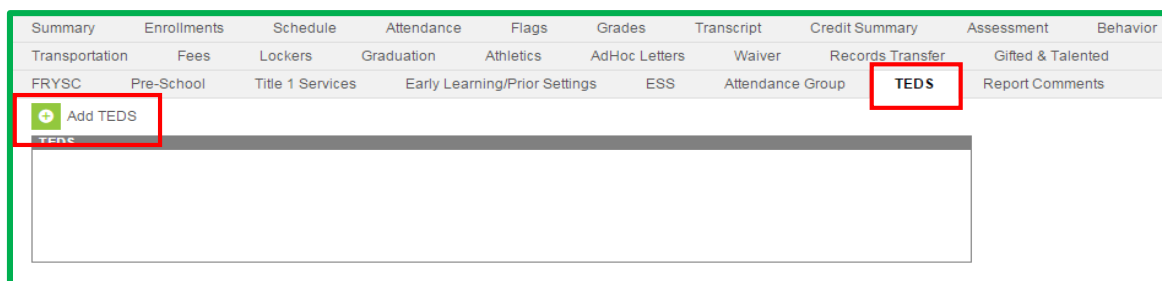
1. Log into Infinite Campus and Click the **“Search”** tab



2. Enter a Student Name, click **Go**. Click on the student name under search results



3. Find the TEDS tab and click on Add TEDS to start a new TEDS record



4. Enter data into each of the **RED** highlighted fields below **ONLY**:
 - a. **School** - This is the home school for the student, it auto fills when you add a new TEDS record.
 - b. **Start Date** - The date when the student starts in the first course of a Career Pathway. This date should **not be changed** after it is entered the first time.
 - c. **CIP Code** – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.
 - d. **Special Populations** – **NOT IN RED BUT STILL REQUIRED**. Select from the dropdown ONLY if you know this information. DO NOT ASK THE STUDENTS.
 - e. **Daily Attendance Hours**
 - i. **Semesters vs. Trimesters** - *If your school schedule is trimesters choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.*
 - ii. **Term Boxes** - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.
Example: John is in two 55-minute courses in the pathway five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2nd semester.
 - f. **Credit Hours** - **NOT IN RED BUT STILL REQUIRED**. Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.
 - g. **Student Objective** - Every student is “**Exploring**” until they meet the definition for Preparatory. “**Preparatory**” means the student has completed two credits in a career pathway and has enrolled in the third credit for the same pathway.

The screenshot shows the TEDS form interface. At the top are buttons for 'Add TEDS', 'Save', and 'Delete'. Below is a table with one row for a TEDS record. The fields are labeled with letters a through g in red boxes: a. School (dropdown), b. Start Date (calendar icon), c. CIP Code (dropdown), d. Special Populations (dropdown), e. Daily Attendance Hours (radio buttons for Semesters/Trimesters and Term 1/Term 2 boxes), f. Credit Hours (text box), and g. Student Objective (dropdown). An orange box at the bottom right contains the text 'ATTENTION ATCs DO NOT USE THIS DROPDOWN' with a blue arrow pointing to the 'ATC' dropdown menu.

5. Click Save and the student has a new active career pathway that can be imported to TEDS.

This screenshot shows the top of the TEDS form, specifically the buttons 'Add TEDS', 'Save', and 'Delete'. The 'Save' button is highlighted with a red rectangular box.

If the student was previously enrolled in a pathway already in their TEDS tab, start here...

6. Log into Infinite Campus and Click the "Search" tab

The screenshot shows the Infinite Campus web application. The top navigation bar includes 'Infinite Campus', 'District Edition', 'Test Site', and 'All C'. Below this is a search bar with 'Search' and 'Help' buttons. The left sidebar lists various administrative categories like 'KDE Admin', 'Student Information', 'Census', etc. The main content area displays 'District Announcements' (none at the time), 'School Announcements' for Polk High School, and 'Process Alerts' with a table showing a 'Self Service My Requests' process approved on 10/28/2014.

7. Enter a Student Name, click go, and then click on the student name when it shows up under search results

This screenshot shows the search results page. The search bar on the left contains 'abn' and a 'Go' button. Below the search bar, it indicates 'Search Results: 22' and 'Now viewing page 1 of 2'. A large red rectangle highlights the search results area, which is currently empty. The right sidebar remains the same as in the previous screenshot, showing district and school announcements and process alerts.

8. Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway

The screenshot shows the 'TEDS' (Transcript, Enrollment, District, Summary) tab. The top navigation bar is the same. Below it, a horizontal menu lists various tabs: Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, Credit Summary, Assessment, Behavior, Transportation, Fees, Lockers, Graduation, Athletics, AdHoc Letters, Waiver, Records Transfer, Gifted & Talented, FRYSC, Pre-School, Title 1 Services, Early Learning/Prior Settings, ESS, Attendance Group, TEDS (highlighted with a red box), and Report Comments. Below the menu, there is a section titled 'Add TEDS' with a red rectangle highlighting the input area where a student name is already partially visible.

- Click the “+” symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. You will notice that one below has an end date and the others do not. Only those that do not show a past year’s end date will export and import to TEDS.

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	Assessment	Behavior
Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer	Gifted & Talented	
FRYSC	Pre-School	Title 1 Services	Early Learning/Prior Settings	ESS	Attendance Group	TEDS		Report Comments	

+

Add TEDS

TEDS

Start Date: 07/01/2013 End Date: 06/30/2015 Cip Code: Agribusiness Systems

Start Date: 08/01/2013 Cip Code: Agriculture-ANIMALSYSTEMS

Start Date: 08/01/2013 Cip Code: Agriculture-ANIMALSYSTEMS

- 10.** Click on the name of the Career Pathway that the student is continuing in that needs to be updated for the current school year

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	Assessment	Behavior
Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer	Gifted & Talented	
FRYSC	Pre-School	Title 1 Services	Early Learning/Prior Settings	ESS	Attendance Group	TEDS	Report Comments		

+

Add TEDS

TEDS

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StartDate: 07/01/2013 EndDate:06/30/2015 CipCode:Agribusiness Systems

StartDate: 08/01/2013 CipCode:Agriculture-ANIMALSYSTEMS

StartDate: 08/01/2013 CipCode:Agriculture-ANIMALSYSTEMS

11. You will need to update the following fields to make this an active record that will import to TEDS.
 - a. **Daily Attendance Hours** - (see definition in [Step 4e](#)) Attendance Hours should reflect current year time
 - b. **Credit Hours** - Should reflect total credits in the pathway for entire high school career for the student
 - c. **End Date** - Should be blank
 - d. **Student Objective** - If the student now meets the definition for preparatory in [Step 4g](#) above, make the change in this field.
 - e. **Termination Status** - Should be blank

TEDS

*School: Polk High School(410)

*Start Date: 07/01/2013

End Date: 06/30/2015 **c.**

*CIP Code: 01.0101.00: Agribusiness Systems

Special Populations:

*Daily Attendance Hours **a.**

☐ Semesters ☒ Trimesters

*Term 1: 1.83 *Term 2: 0 *Term 3: 0

Credit Hours: 0 **b.**

*Student Objective: 1: Exploring **d.**

Termination Status: 99: Inactive (not terminated) **e.**

Credential Earned:

Federal ID:

ATC_CTC: Select a Value

ATTENTION ATCs
DO NOT USE THIS DROPDOWN

12. Click Save and this record will now be active for the current school year.

+ Add TEDS **Save** X Delete

TEDS

REMEMBER:

- DO NOT MARK FEDERAL INDICATORS IN INFINITE CAMPUS
- DO NOT TERMINATE STUDENTS IN INFINITE CAMPUS
- YOU MUST REMOVE END DATE AND TERMINATION STATUS FOR A STUDENT TO BE ACTIVE